# IN THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS WESTERN DIVISION

| THE UNITED STATES OF AMERICA and | 1)                             |
|----------------------------------|--------------------------------|
| THE STATE OF ILLINOIS            | )                              |
| Plaintiffs,                      | )                              |
| v.                               | ) Civil Action No. 3:15cv50250 |
| THE CITY OF ROCKFORD, ILLINOIS,  | )<br>)                         |
| Defendant.                       | )<br>)<br>)                    |

# CONSENT DECREE APPENDIX C



# STREET SWEEPING STANDARD OPERATING PROCEDURES

#### 1.0 General

It is the responsibility of the City of Rockford to provide street sweeping services to its citizens in an effort to enhance the overall stormwater quality, health and aesthetic beauty of the City. This process shall begin in the spring season, as weather conditions allow and continue in various cycles thru the autumn season to capture fallen leaves. The protocol for street sweeping activities is as follows:

## 2.0 Equipment

- 1. Contracted City contractor shall provide a total 5 street sweepers comprised of both mechanical and vacuum models for Arterial, Residential, Central Business District and municipal parking lot sweeping.
- 2. Internal City shall maintain a total of 2 vacuum sweepers for special event sweeping as well as emergency response to soil & debris from weather related events or accidental loose material spills.
- 3. Dump Trucks City shall have on hand 2 tandem axle haul trucks for the immediate removal of internally generated street sweepings to an appropriate landfill site.

#### 3.0 Personnel

- 1. The Street Superintendent will oversee street sweeping operations at the administrative level and will assign 2 field supervisors, one as primary and one secondary, to manage day to day sweeping operations. The primary field supervisor is responsible for managing and scheduling the city's sweeping contractor as well as overseeing any internal sweeping activities. Field supervisors shall inspect and approve all street sweeping activities to ascertain the quality of work meets City standards. The secondary supervisor will oversee operations in the absence of the primary supervisor.
- 2. A sufficient number of City of Rockford field staff, usually 8 to 10 employees, will be trained in the operation of street sweepers in order to maintain qualified individuals on staff to provide Emergency Street sweeping in order to address debris or material spills as well as cleanup subsequent to windstorms or flooding.
  - a. This training shall be in accordance with the Stormwater and Environmental Education Standard Operating Procedures.
  - b. All training records shall be saved and maintained by the street supervisor. All sign in sheets and training records may be kept on either electronic and/or paper files.
- 3. The City sweeping contractor (see appendix A) shall provide sufficient staffing to complete their various cycles within a time frame that is acceptable to the City.

### 4.0 Material Disposal

The City and/or its contractor shall dispose of all street sweepings at a licensed landfill facility. Street sweepings shall not be utilized for general backfill under any circumstances. The cost for disposal shall be the responsibility of the entity or vendor generating the material at a price negotiated prior to beginning seasonal sweeping operations.

#### 5.0 Scheduling

The following street sweeping schedule is weather dependent and will begin subsequent to each winter season and continue thru late November. The schedule should be re-evaluated annually and adjusted based on weather conditions.

- 1. Arterial Streets Arterial streets will be swept 3 times by the City's contractor beginning with the first cycle in April, the second in late June or early July, and the third cycle in September. Median tops are to be cleaned in conjunction with the first and third cycle of arterial street sweeping.
- 2. Central Business District What is considered the Central Business District will be swept by the City's contractor twice a month beginning in April and ending late November, between the hours of midnight and 7 AM for a total of 14 to 16 cycles.
- 3. Municipal Parking Lots The 38 municipal surface lots owned by the City of Rockford will be swept by the City's contractor once a month beginning in April and ending late November for a total of 7 to 8 cycles.
- 4. Residential Streets Residential streets shall be swept by the City's contractor twice a year; once in the spring beginning in late April continuing for approximately six to eight weeks until completion. The second residential sweeping cycle will begin late September / early October continuing for approximately 8 to 10 weeks as weather will allow.
- 5. Special Events The frequency of Special Events street sweeping is dependent on the number of scheduled events and their potential to produce litter and debris. On average, there are four to six of these functions annually. Special Events street sweeping will normally be performed by city staff utilizing city owned vacuum sweepers. Special events can include but not be limited to:
  - a. Memorial Day Parade
  - b. St. Patrick's Day Parade
  - c. Fourth of July Parade & Fireworks
  - d. Labor Day Parade
  - e. Annual Holiday Stroll (beginning in 2013)

# 6.0 Documentation and Record Management

The Street Superintendent and Field Supervisors shall be responsible for the collection and reporting of the following data:

- 1. Curb miles swept shall be recorded on a daily basis (internal & external).
  - a. Contractor shall track curb miles they have swept and provide to the City by December 31st of each year.
  - b. All records of miles swept shall be maintained electronically within the Street Division share drive.
- 2. Daily street sweeping tonnage (internal & external).
  - a. Contactor shall track daily tonnage they have collected and provide to the City by December 31<sup>st</sup> of each year.
  - b. All records of tonnage swept shall be kept electronically within the Street Division share drive.
- 3. Regular & overtime man-hours (internal only).
  - a. Hours worked shall be tracked within the City's timekeeping system and the Street Division share drive.
- 4. Log of all special events or emergency street sweeping shall include location/area, manhours, tonnage and type of material removed.
  - a. Records of special events sweeping shall be logged and kept within the Street Division share drive. Emergency street sweeping records shall be recorded within the Hansen request for service program.
- 5. Street sweeping mileage shall be evaluated as noted above and the mileage determination shall be documented along with the mileage that was actually completed.